

# **National Research Initiative Competitive Grants Program – Applied Plant Genomics – Coordinated Agricultural Project (CAP)**

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## **Fiscal Year 2005 Supplemental Request for Applications**

**Letter of Intent Deadline:      June 1, 2005**

**Application Due Date:          July 1, 2005**



**U.S. Department of Agriculture**



**Cooperative State Research, Education, and Extension Service**

**COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE;  
U.S. DEPARTMENT OF AGRICULTURE**

**NATIONAL RESEARCH INITIATIVE COMPETITIVE GRANTS PROGRAM**

**SUPPLEMENTAL ANNOUNCEMENT**

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE:** This program is listed in the Catalog of Federal Domestic Assistance under 10.206.

**STAKEHOLDER INPUT:** The Cooperative State Research, Education, and Extension Service (CSREES) is requesting comments regarding this request for applications (RFA) from any interested party. These comments will be considered in the development of the next RFA for the program. Such comments will be used to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7613(c)(2)). This section requires the Secretary to solicit and consider input on a current RFA from persons who conduct or use agricultural research, education and extension for use in formulating future RFAs for competitive programs. Comments should be submitted as provided in the **DATES** portion of this announcement.

Written stakeholder comments should be submitted by mail to: Policy, Oversight and Funds Management Branch; Office of Extramural Programs; USDA-CSREES; STOP 2299; 1400 Independence Avenue, SW; Washington, DC 20250-2299; or via e-mail to: [RFP-OEP@csrees.usda.gov](mailto:RFP-OEP@csrees.usda.gov). (This e-mail address is intended only for receiving comments regarding this RFA and not requesting information or forms.) In your comments, please state that you are responding to the National Research Initiative Supplemental RFA – Applied Plant Genomics – Coordinated Agricultural Project (CAP).

**DATES:** Optional letters of intent, if submitted, must be received by close of business (COB) (5:00 p.m. Eastern Time) on June 1, 2005. All applications must be received by COB (5:00 p.m. Eastern Time) on July 1, 2005. Applications received after this deadline will not be considered for funding. Comments regarding this RFA are requested within six months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

**EXECUTIVE SUMMARY:** CSREES requests applications for the National Research Initiative (NRI) Competitive Grants Program – Applied Plant Genomics – Coordinated Agricultural Project (CAP) for fiscal year (FY) 2005 to engage the applied plant-sciences, both public and private, and involve them in the application of genome discoveries and technology to U.S. crop or forestry improvement. Approximately \$5 million is available for awards under this solicitation.

This notice identifies program objectives for integrated projects. It describes eligibility criteria and matching requirements for each project, and instructs applicants regarding the submission and review of applications. CSREES additionally requests stakeholder input from any interested party for use in the development of the next RFA for this program.

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## **PART I—FUNDING OPPORTUNITY DESCRIPTION**

### **A. Legislative Authority and Background**

The authority to support research projects through this program is contained in 7 U.S.C. 450i(b). Under this authority, subject to the availability of funds, the Secretary may award competitive research grants, for periods not to exceed five years, for the support of research projects to further the programs of the USDA.

In FY 2004, Section 733 of the General Provisions of the Consolidated Appropriations Act, 2004 Division A of Pub. L. 108-199) provides CSREES with the authority to use up to twenty percent of the amount made available in the Act for the National Research Initiative Competitive Grants Program (NRI), to carry out a competitive grants program under the same terms and conditions as those provided in Section 401 of the Agricultural Research, Extension, and Education Reform Act of 1998 (AREERA) (7 U.S.C. 7621).

Section 401 of AREERA authorizes the Secretary of Agriculture to establish a research, extension, and education competitive grants program to address critical emerging U.S. agricultural and rural issues related to future food production; environmental quality and natural resource management; farm income; or rural, economic and business and community development policy. In addition, the Secretary of Agriculture is authorized to make grants that address priority mission areas related to: a) agricultural genome, b) food safety, food technology and human nutrition, c) new and alternative uses and production of agricultural commodities and products, d) agricultural biotechnology, e) natural resource management, including precision agriculture, and f) farm efficiency and profitability, including the viability and competitiveness of small and medium sized dairy, livestock, crop and other commodity operations.

### **B. Purpose and Priorities**

The purpose of the NRI Program is to support research, extension, and education grants that address key problems of national, regional, and multistate importance in sustaining all components of agriculture (farming, ranching, forestry including urban and agroforestry, aquaculture, rural communities, human nutrition, processing, etc.). Providing this support requires that NRI advance fundamental sciences in support of agriculture and coordinate opportunities to build on these discoveries. Building on these discoveries will necessitate new efforts in education and extension that deliver science-based knowledge to people, allowing them to make informed practical decisions. Hence, the NRI will now accept applications for fundamental research, mission-linked research, and integrated research, extension, and education projects. However, applicants should know that the NRI will use no more than 20% of available funds to support integrated projects (see [Part I, A.](#)) and that these funds will not be distributed uniformly, but targeted to specific priorities. Targeted priorities for integrated projects are clearly identified within the detailed descriptions of program offerings.

The NRI is administered by the Competitive Programs (CP) unit, CSREES of USDA. The purpose of the NRI is to support high priority fundamental and mission-linked research of importance in the biological, environmental, physical, and social sciences relevant to agriculture, food, and the environment. For this purpose, the following definition applies:

**Integrated:** Integrated means to bring the three components of the agricultural knowledge system (research, education, and extension) together around a problem or activity. In FY 2005, the NRI is seeking to support projects that bring together at least two of these components and address identified agricultural problems as described in the initial NRI announcement and supplemental RFAs.

## **PART II—AWARD INFORMATION**

### **A. Available Funding**

There is no commitment by USDA to fund any particular application or to make a specific number of awards. Approximately \$5 million is available for awards under this solicitation.

### **B. Type of Application**

In FY 2005, this program will be accepting only new applications. They will be reviewed competitively using the selection process and evaluation criteria described in [Part V—Application Review Requirements](#).

### **C. Project Types**

**Integrated Project Grants:** Integrated project applications may involve any combination of research, education, and extension activities, with the provision that every project must include at least two of the three stated components (i.e., research, education, and extension) required for integration as defined in Part VIII, H. of the initial NRI announcement ([http://www.csrees.usda.gov/funding/rfas/nri\\_rfa.html](http://www.csrees.usda.gov/funding/rfas/nri_rfa.html)). Integrated project applications may include, for example, institutions that conduct research; synthesize previous ongoing and future research; develop curricula and build educational and research capacity; and transfer information to producers, end users, and the public. The type and number of participating institutions should be appropriate to the project proposed, and should include all participants necessary for successful completion of the projects. Integrated projects are expected to generate new knowledge and/or apply existing knowledge quickly through outreach and the dissemination of information on specific issues in agriculture where results may be visible over the short term.

**Conference Grants:** Scientific meetings that bring together scientists to identify research needs, update information, or advance an area of research are recognized as integral parts of research efforts. Support for a limited number of such meetings covering subject matter encompassed by this solicitation will be considered for partial or, if modest, total support. Applicants considering submitting conference applications are strongly advised to consult with the National Program Leader (NPL) before preparing their applications.

### **D. Program Area Description**

The following specific opportunity is provided as a base from which applications can be developed. This description provides boundaries on the scope of the program. The NRI encourages submission of innovative projects that are “high-risk,” as well as innovative applications with potential for more immediate application.

Note to multidisciplinary research teams: The NRI recognizes the value of research performed as a team effort and recommends the following be taken into consideration when assembling a project team and developing an application for funding. To be competitive, the number of objectives and the level of personnel involved in the application should be appropriate to the NRI program and to the activities proposed. A clear management strategy should be provided which identifies the contribution of each member of the team.

#### **52.4 Applied Plant Genomics – Coordinated Agricultural Project (CAP)**

Investigators are encouraged to contact Ed Kaleikau, National Program Leader at (202) 401-1931 regarding questions about suitability of research topics (or at [ekaleikau@csrees.usda.gov](mailto:ekaleikau@csrees.usda.gov) to arrange a telephone consultation) or Duane Alphs, Program Specialist at (202) 401-0249 or at [dalphs@csrees.usda.gov](mailto:dalphs@csrees.usda.gov) .

A CAP award is not likely to exceed a total budget (including indirect costs) of \$5 million for a period of time not to exceed 4 years. The program anticipates making awards as a continuation grant which is a grant instrument by which the Department agrees to support a specified level of effort for a predetermined project period (e.g., annually) with a statement of intention to provide additional support at a future date, provided that performance has been satisfactory, appropriations are available for this purpose, and continued support would be in the best interest of the Federal government and the public.

This program is not accepting proposals for Agricultural Research Enhancement Awards, including Postdoctoral Fellowships, New Investigator Awards, and Strengthening Awards which include Research Career Enhancement Awards, Equipment Grants, and Seed Grants; and Strengthening Standard Research Project Awards. However, to facilitate community planning for large-scale applied plant genomic projects and to bridge the gap between genome researchers and plant breeders -- Conference grant applications are being accepted that focus on bringing together a community of plant breeders, genome scientists, end-users, growers, and other experts to network and collaborate with researchers and stakeholders to identify mission-relevant problems, opportunities, and issues requiring Federal attention. For examples of CAP planning conferences supported in FY 2004, see <http://wheat.pw.usda.gov/pubs/2004/CAP-Barley/>, <http://cotton.agtec.uga.edu/CottonCAP/CottonCAP05.htm>, <http://digbio.missouri.edu/soycap/>, <http://maswheat.ucdavis.edu/Meetings/CAP2005/index.htm>.

Up to \$15,000 can be requested for a conference planning proposal and must be received by 5:00 P.M. Eastern Time, **July 1, 2005**.

Program Deadline: Standard Research Coordinated Agricultural Project (CAP) Proposals must be received by 5:00 P.M. Eastern Time, **July 1, 2005**.

Letters of Intent: While not required, it is requested that applicants notify CSREES of their intent to submit applications by emailing letters of intent to Ed Kaleikau, National Program Leader ([ekaleikau@csrees.usda.gov](mailto:ekaleikau@csrees.usda.gov)) by COB on **June 1, 2005**. The letter should contain: (1) a descriptive title of the proposed project; (2) names and roles of the Project Directors and other key personnel, along with their institutions and; (3) based on this RFA, a brief statement of approaches and objectives (500 words or less). CSREES may not provide applicants with feedback regarding the content of these letters. Failure to submit a letter of intent will not preclude consideration of an application.

The goal of the Applied Plant Genomics CAP is to engage the applied plant-sciences, both public and private, and involve them in the application of genome discoveries and technology to U.S. crop or forestry improvement. To accomplish this goal, the program is seeking proposals that respond to existing or emerging problems, opportunities, and issues through the development and application of science-based knowledge. The first RFA for this program was published in FY 2004 to support a CAP focused on large-scale rice translational genomics for U.S. agriculture. One project was funded in FY 2004, called RiceCAP <http://www.uark.edu/ua/ricecap> to support a multi-state, multidisciplinary team with the goal of improving quality and disease resistance in U.S. rice cultivars, to build a community of researchers trained in the application of new genomics-based tools, and to educate the public on the merits of applying genome information and technologies to accelerate improvement of agricultural crops.

In FY 2005, CSREES is seeking Applied Plant Genomics CAP applications for a community of researchers to focus on large-scale translational genomics for U.S. crop or forestry improvement. The program is open to all applications and is **NOT** plant species specific. The program seeks to bring together a multi-state, multi-institutional, and multi-disciplinary team to integrate genomic discoveries and technology with breeding practice; accelerate identification of traits of interest directly useful to breeders to develop varieties; train scientists in the practical application of genomics-based tools and; provide complementary outreach efforts to inform consumers, producers, processors and scientists about the potential benefits of such an approach. The intent of the program is to promote collaboration, open communication, the exchange of information and the development of resources that accelerate application of genome discovery and technology to plant improvement. The Program aims to reduce duplication of efforts, and integrate activities among individuals, institutions, states, and regions. Therefore, proposals should clearly articulate how a CAP award will complement and/or link with existing programs or projects.

CAP participants would serve as a team that would be able to conduct integrated research, education and extension in response to an emerging or priority area(s) to improve plants important to U.S. agriculture. This integrated research unit would contain expertise in breeding, genomics, genetic resources, bioinformatics, plant biology, as well as expertise from principal stakeholders and partners. Partnerships with end user groups (e.g. industry, processors, growers, etc.) are strongly encouraged. The proposal should outline the potential of this unit, its structure, coordination, plan of implementation and propose an integrated research, education and extension project that will be evaluated during the study period.

The aim of a CAP award is to encourage maximum flexibility in applied plant genomics research, education, and extension. Proposals will be evaluated based on how well their goals and objectives respond to current needs using genomic tools and resources. It is recognized however, that as an award's comprehensive approach unfolds, unexpected advances and promising leads, or unforeseen new national needs related to project goals and objectives, may be identified. The CAP team members are expected to be capable of responding to these opportunities. As a result, there is an expectation that objectives may be redirected and /or new objectives may be developed (with associated budget adjustments). To encourage flexibility, the program does not expect that all investigators associated with the proposed project will be supported throughout its duration. It is suggested that investigators involved in shorter-term, specific tasks be supported through a series of renewable subcontracts. In their original budgets, applicants may request that no more than 25% of the requested funds be available to accomplish time-critical objectives of national interest that they will determine at a later date. With the approval of the Authorized Departmental Officer (ADO), grantees may shift resources to allow additional subcontracts.

The lead PD should plan to present an annual progress report to principal stakeholders (e.g., in conjunction with national grower meetings, workshops, or conferences). At the conclusion of the CAP award, the team must present a final report to the principal stakeholders in order to assure widespread dissemination and implementation of the accomplishments. If a CAP is funded, beginning in the first year of funding, at least one member of the CAP will be required to attend annual investigator meetings. Reasonable travel expenses may be claimed as part of the CAP budget.

Proposals are expected to propose coherent, complementary integrated activities with the ultimate goal of being a National strategy or solution that could be implemented for U.S. agricultural crops or forestry improvement. Proposals are expected to take advantage of recent advances in genomics and to translate basic discoveries and knowledge to practical application. Comprehensive approaches are expected to include coordinated work on several of the following areas but not limited to: development and implementation of easy-to-use molecular markers for breeding; establishment of mapping populations, utilization of functional genomic tools, resources and knowledge; identifying genomic intervals that carry genetic traits of interest (e.g., quality, disease and pest resistance, stress tolerance, etc), implementation of informatics-based tools for breeding; and to the extent possible, effective communication of applied genomics to end – users, producers, growers, farmers, scientists and the lay public. The plan must include training and outreach opportunities for groups under-represented in science to participate.

During the review process, applications that address the stated program priorities will be given higher priority for funding. Integrated projects that address topics of great importance and are of exceptional merit that have not been listed as priorities will be reviewed and may be funded within the limits of the program budget. Irrespective of the topic or approach, all applications should include in the proposed budget sufficient funds to support the presentation of progress and successes as part of the NRI's post-award management efforts.

In a SINGLE INTEGRATED PROPOSAL, applied plant genomic projects are requested that incorporate the following:



- A plan for outreach to effectively communicate the merits of a CAP to a target audience (e.g. producers, end-users, and the general public) that may include to the maximum extent possible, a broadening educational experience for students, postdoctoral research associates and others to participate in the CAP;
- A plan to develop or improve high-throughput mapping and marker development, establish mapping populations, and identify genomic intervals carrying traits of agronomic interest directly useful to breeders and to other biologists for fundamental plant science research. The plan may include production of localized or total-genome maps that will be useful in improvement or in cloning genes of agricultural importance. The proposal should clearly justify the nature of the map to be constructed (e.g. genetic, physical or comparative, high density or low density). Proposals must include an assessment of the present state of the genome map, the availability of existing genetic materials and technologies, the rationale for choice of the mapping population, genotype or breeding line, and the short and long-term applications of the map for plant breeding or other research;
- A plan to develop or improve web accessible informatics-based tools that enable efficient access to genetic, trait, physical and expression data. The plan may focus on: (1) providing informatics training opportunities that foster a collaborative interface between CAP participants, breeders, biologists, computational scientists, and end users; (2) the improvement of statistical and computational methods for analyzing genomic/genetic data critical for plant breeding objectives that include controlled vocabularies; (3) the improvement of resources for the acquisition, management, storage, and interoperability of genome/genetic data that can incorporate increasingly diverse information for plant improvement; (4) the enhancement of tools for analysis of plant genome sequence data including quantitative and graphical representation of germplasm relatedness, comparison of data across species and QTL analysis; and (5) the improvement of resource web pages for specific classes of traits, proteins, genes, or metabolic pathways for plant improvement;
- A plan to develop or improve molecular markers and apply marker-assisted breeding/selection to characterize germplasm critical to U.S. plant breeding objectives or which will create new products or new markets for the U.S. agricultural industry. Support will be provided for investigators to utilize new genome technologies to address problems not readily solved by conventional breeding methods. The program will support projects to locate, identify and isolate genes that are important to the productivity and sustainability of U.S. agriculture. To prevent duplication of effort, applicants are strongly encouraged to use the available genetic tools and resources, such as existing genomic maps, cytogenetic stocks, alien addition lines, near isogenic lines, mutants, transposons, molecular markers or other existing information and technologies to locate, identify and isolate genes that are directly useful to breeders;
- A project management plan to ensure smooth functioning that includes an organizational chart, administrative timeline, and a description of how the project will be governed, what expectations are required from each team member, a mechanism whereby progress

metrics can be evaluated for future budgetary allocations, and how the project will complement and/or link to existing programs or projects to include multi-disciplinary, multi-institutional, multi-state and international collaborations. The plan must include an exit strategy beyond the requested award period, without assuming long-term NRI support;

- A data management plan that includes a description of how project information, data and results will be made publicly available. The plan must include capacity to freely interface with community databases and with all project locations, a description of the database development, deployment, nomenclature standardization, data mining and analysis, interoperability, web presentation etc. Applicants must aim to release the results of their research to the public in a timely manner and in an accessible and usable form. The plan should adapt software and data structures already available through an open source system, adopt a LIMs convention for the project with breeder input into the ontology and design of the system, training for all project personnel who will generate or analyze data, agreement on nomenclature at every level, assurance that the data are compatible with databases or information services for long-term curation and storage, dedicated personnel to provide day-to-day management of the database and compliance monitoring, etc.;
- A plan for sharing results and management of intellectual property that includes a description of what, how, and when the community would have public access to the deliverables and outcomes of the project. This is particularly important for the projects that will produce tangible tools and resources for breeders to use. The plan must include provisions for continued maintenance and operation of such a service beyond the requested award period, without assuming long-term NRI support. The plan must be specific about the nature of the results to be shared, the timing and means of release, and constraints on release. Sequences (e.g. BAC end sequencing, EST's, cDNA's etc.) must be released according to the currently accepted community standard (e.g. Bermuda and Ft. Lauderdale agreements) to public databases (GenBank if applicable) as soon as their quality is checked. If the proposed project would produce community resources (e.g. biological materials, germplasm, software, etc.), this program encourages that they be made available as soon as their quality is checked. The resources produced must be available to all segments of the scientific community, including industry; and
- A plan for an advisory group of principal stakeholders and scientists (include letters of commitment) to assess and evaluate the quality, potential outcomes and impacts and how they could function effectively to support the goals and objectives of the CAP.

## **PART III—ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

For integrated projects, the eligibility requirements for the NRI are as follows: except where otherwise prohibited by law, State agricultural experiment stations, all colleges and universities, research foundations maintained by colleges or universities, private research organizations with established and demonstrated capacities to perform research or technology transfer, Federal research agencies, and national laboratories are eligible to apply for and receive a competitive grant.

Unsolicited applications will not be considered and applications from scientists at non-United States organizations will not be accepted. Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the conduct of the project.

### **B. Cost Sharing or Matching**

For integrated projects, if a grant is for applied research that is commodity-specific and not of national scope, the grant recipient is required to match the USDA funds awarded on a dollar-for-dollar basis from non-Federal sources with cash and/or in-kind contributions.

## **PART IV—APPLICATION AND SUBMISSION INFORMATION**

### **A. Address to Request Application Package**

Program application materials are available at the CSREES Funding Opportunities web site (<http://www.csrees.usda.gov/funding/forms.html>). If you do not have access to the web page or have trouble downloading material and you would like a hard copy, you may contact the Proposal Services Unit, Competitive Programs, USDA/CSREES at (202) 401-5048. When calling the Proposal Services Unit, please indicate that you are requesting the RFA and associated application forms for the National Research Initiative Competitive Grants Program – Applied Plant Genomics – Coordinated Agricultural Project (CAP). These materials also may be requested via Internet by sending a message with your name, mailing address (not e-mail) and phone number to [psb@csrees.usda.gov](mailto:psb@csrees.usda.gov). State that you want a copy of the RFA and the associated application forms for the National Research Initiative Competitive Grants Program – Applied Plant Genomics – Coordinated Agricultural Project (CAP).

### **B. Content and Form of Application Submission**

**Standard Applications:** Standard applications should be prepared following the guidelines and the instructions below. Each application must contain the following elements in the order indicated:

#### **1. General**

Use the following guidelines to prepare an application. Proper preparation of applications will assist reviewers in evaluating the merits of each application in a systematic, consistent fashion:

- (a) Prepare the application on only one side of the page using standard size (8 ½” x 11”) white paper, one-inch margins, typed or word processed using no type smaller than 12 point font, and single- or double- spaced. Use an easily readable font face (e.g., Geneva, Helvetica, Times Roman).
- (b) Number each page of the application sequentially, starting with the Project Description, including the budget pages, required forms, and any appendices.
- (c) Staple the application in the upper left-hand corner. Do not bind. An original and 14 copies of the application are required along with 2 additional copies of the Project Summary, Form CSREES-2003, as a separate attachment. Prior to mailing, compare the application with the checklist found at the end of this document to ensure the application is complete.
- (d) Include original illustrations (photographs, color prints, etc.) in all copies of the application to prevent loss of meaning through poor quality reproduction.
- (e) The contents of the application should be assembled in the following order:
  - (1) Proposal Cover Page (Form CSREES-2002)
  - (2) Table of Contents
  - (3) Project Summary (Form CSREES-2003)
  - (4) Project Description (see instructions for page limitations)
  - (5) References to Project Description
  - (6) Facilities and Equipment
  - (7) Appendices to Project Description
  - (8) Key Personnel (vitae and publications list)
  - (9) Collaborative Arrangements (including letters of support)
  - (10) Conflict of Interest List (Form CSREES-2007)
  - (11) Results from Prior NRI Support (if applicable)
  - (12) Budget (Form CSREES-2004)
  - (13) Budget Narrative
  - (14) Matching (if required)
  - (15) Current and Pending Support (Form CSREES-2005)
  - (16) Assurance Statement(s) (Form CSREES-2008)
  - (17) Compliance with the National Environmental Policy Act (NEPA) (Form CSREES-2006)
  - (18) Personal Data on Project Director(s) (Page B of Form CSREES-2002)

## **2. Proposal Cover Page (Form CSREES-2002)**

## **Page A**

Each copy of each grant application must contain a Proposal Cover Page, Form CSREES-2002. One copy of the application, preferably the original, must contain the pen-and-ink signature(s) of the proposing PDs and the authorized organizational representative (AOR), the individual who possesses the necessary authority to commit the organization's time and other relevant resources to the project. If there are more than three co-PDs for an application, please list additional co-PDs on a separate sheet of paper (with appropriate information and signatures) and attach to the Proposal Cover Page (Form CSREES-2002). Any proposed PD or co-PD whose signature does not appear on Form CSREES-2002 or attached additional sheets will not be listed on any resulting grant award. Complete both signature blocks located at the bottom of the Proposal Cover Page form. Please note that Form CSREES-2002 is comprised of two parts – Page A, which is the Proposal Cover Page, and Page B, which is the Personal Data on Project Director.

Form CSREES-2002 serves as a source document for the CSREES grant database; it is therefore important that it be accurately completed in its entirety, especially the e-mail addresses requested in Blocks 4.c. and 18.c. However, the following items are highlighted as having a high potential for errors or misinterpretations:

(a) Type of Performing Organization (Blocks 6.a. and 6.b.). For Block 6.a., a check should be placed in the appropriate box to identify the type of organization which is the legal recipient named in Block 1. Only one box should be checked. For Block 6.b., please check as many boxes that apply to the affiliation of the PD listed in Block 16.

(b) Title of Proposed Project (Block 7). The title of the project must be brief (140-character maximum, including spaces), yet represent the major thrust of the effort being proposed. Project titles are read by a variety of nonscientific people; therefore, highly technical words or phraseology should be avoided where possible. In addition, introductory phrases such as "investigation of," "research on," "education for," or "outreach that" should not be used.

(c) Program to Which You Are Applying (Block 8). Enter "NRI – Applied Plant Genomics, Coordinated Agricultural Project (CAP)" and "52.4". **Also, in block 8, please identify, if available, the Department of Health and Human Services' Payment Management System (DHHS-PMS) Payee Identification Number (PIN) that has been assigned to your organization for CSREES awards. This is a four character alpha numeric code used by DHHS-PMS to associate the Entity Identification Number (EIN) with the recipient's business office where the financial responsibility and accountability for the organization rests. If a PIN has not been assigned to your organization, you will be assigned a DHHS-PMS PIN after an award has been made to your organization**

(d) DUNS NO. (Data Universal Numbering System) (Block 11.). A DUNS number must be included for the legal recipient named in Block 1. (except applications from individuals). See Part VIII, , J. of the initial NRI announcement ([http://www.csrees.usda.gov/funding/rfas/nri\\_rfa.html](http://www.csrees.usda.gov/funding/rfas/nri_rfa.html)) for instructions on obtaining a DUNS number.

(e) Type of Request (Block 14). Check "New".

(f) Project Director (PD) (Blocks 16-19). Blocks 16-18 are used to identify the PD and Block 19 to identify co-PDs. If needed, additional co-PDs may be listed on a separate sheet of paper and attached to Form CSREES-2002, the Proposal Cover Page, with the applicable co-PD information and signatures. Listing multiple co-PDs, beyond those required for genuine collaboration, is discouraged.

(g) Other Possible Sponsors (Block 21). List the names or acronyms of all other public or private sponsors including other agencies within USDA to which your application has been or might be sent. In the event you decide to send your application to another organization or agency at a later date, you must inform the identified CSREES program contact as soon as practicable. Submitting your application to other potential sponsors will not prejudice its review by CSREES; however, submitting the same (i.e., duplicate) application to another CSREES program is not allowed.

### **Page B**

Page B should be submitted only with the original signature copy of the application and should be placed as the last page of the original copy of the application. This page contains personal data on the PD(s). CSREES requests this information in order to monitor the operation of its review and awards processes. This page will not be duplicated or used during the review process. Please note that failure to submit this information will in no way affect consideration of your application.

## **3. Table of Contents**

For consistency and ease in locating information, each application must contain a detailed Table of Contents immediately following the Proposal Cover Page. The Table of Contents should contain page numbers for each component of the application. Page numbering should begin with the first page of the Project Description. A Table of Contents page is included at the end of this RFA for your convenience. It should be used in the preparation of an application.

## **4. Project Summary (Form CSREES-2003)**

The application must contain a Project Summary, Form CSREES-2003. The summary should be approximately 250 words, contained within the box, placed immediately after the Table of Contents, and not numbered. The names and affiliated organizations of the PD and all co-PDs should be listed on this form, in addition to the title of the project. The summary should be a self-contained, specific description of the activity to be undertaken and should focus on: overall project goal(s) and supporting objectives; plans to accomplish project goal(s); and relevance of the project to the goals of the NRI. The importance of a concise, informative Project Summary cannot be overemphasized. If there are more than three co-PDs for an application, please list additional co-PDs on a separate sheet of paper (with appropriate information) and attach to the Project Summary (Form CSREES-2003). Please check the “Standard Research Proposal” box on the upper right-hand portion of the form.

## **5. Project Description**

**PLEASE NOTE: The Project Description section may not exceed a total of 18 single- or double-spaced pages including figures and tables.** These page limitations apply regardless of whether figures or tables are included. All pages, including those with figures and tables, should be numbered sequentially. Applications exceeding the applicable page limitation may be returned without review. These maximums have been established to ensure fair and equitable competition. Project Descriptions must include all of the following:

**(a) Introduction.** A clear statement of the long-term goal(s) and supporting objectives or research questions of the proposed project should be included. Summarize the body of knowledge or other past activities that substantiate the need for the proposed project. Describe ongoing or recently completed significant activities related to the proposed project including the work of key project personnel. Preliminary data/information pertinent to the proposed project should be included in this section. All works cited should be referenced (see 6., References to Project Description, below).

**(b) Rationale and Significance.** Concisely present the rationale behind the proposed project. The specific relationship of the project's objectives to the potential long-range improvement in and sustainability of U.S. agriculture or to the particular program area should be shown clearly. These purposes are described under [Part I, B.](#), Purpose and Priorities. Any novel ideas or contributions that the proposed project offers should also be discussed in this section.

**(c) Approach.** The activities proposed or problems being addressed must be clearly stated and the approaches being applied clearly described. Specifically, this section must include:

- (1) A description of the activities proposed and the sequence in which the activities are to be performed;
- (2) Methods to be used in carrying out the proposed project, including the feasibility of the methods;
- (3) Expected outcomes;
- (4) Means by which results will be analyzed, assessed, or interpreted;
- (5) How results or products will be used;
- (6) Pitfalls that may be encountered;
- (7) Limitations to proposed procedures; and
- (8) A full explanation of any materials, procedures, situations, or activities related to the project that may be hazardous to personnel, along with an outline or precautions to be exercised to avoid or mitigate the effects of such hazards.

## **6. References to Project Description**

All references to works cited should be complete, including titles and all co-authors, and should conform to an acceptable journal format. References are not considered in the page-limitation for the Project Description.

## **7. Appendices to Project Description**

Each Project Description is expected to be complete, however, additions to the Project Description (appendices) are allowed if they are directly germane to the proposed research and are strictly limited to a maximum of 2 of the following:

- (a) Reprints (papers that have been published in peer-reviewed journals); and
- (b) Preprints (only manuscripts in press for a peer-reviewed journal will be accepted and must be accompanied by letters of acceptance from the publishing journals).  
Preprints sent in support of the application should be single-spaced and printed on both sides of the page. Each preprint must be identified with the name of the submitting organization, the name(s) of the PD(s), and the title of the application, and be securely attached to each copy of the application.

Staff of the NRI will not collate applications or application addenda. Information may not be appended to an application to circumvent page limitations prescribed for the Project Description. Extraneous materials will not be used during the peer review process.

## **8. Facilities and Equipment**

Facilities and major items of equipment that are available for use or assignment to the proposed project during the requested period of support should be described. In addition, items of nonexpendable equipment necessary to conduct and successfully conclude the proposed project should be listed (including dollar amounts), and, if funds are requested for their acquisition, justified on a separate page and attached to the budget.

## **9. Key Personnel**

The following should be included, as applicable:

- (a) The roles and responsibilities of the PD, co-PD, and/or collaborator should be clearly described; and
- (b) The vitae of the PD and each co-PD, senior associate, and other professional personnel. This section should include vitae of all key persons who are expected to work on the project, whether or not CSREES funds are sought for their support. The vitae should be limited to two (2) pages each in length, excluding publications listings. The vitae should include a presentation of academic and research credentials, as applicable, e.g., earned degrees, teaching experience, employment history, professional activities, honors and awards, and grants received. A chronological list of all publications in refereed journals during the past four (4) years, including those in press, must be provided for each project member for whom a curriculum vita



is provided. Also list only those **non-refereed** technical publications that have **relevance** to the proposed project. All authors should be listed in the same order as they appear on each paper cited, along with the title and complete reference as these usually appear in journals.

## **10. Collaborative Arrangements**

If it will be necessary to enter into formal consulting or collaborative arrangements with others, such arrangements should be fully explained and justified. If the consultant(s) or collaborator(s) are known at the time of application, a vitae or resume should be provided. In addition, evidence (e.g., letter of support) should be provided that the collaborators involved have agreed to render these services. The applicant also will be required to provide additional information on consultants and collaborators in the budget portion of the application. See instructions in the application forms for completing Form CSREES-2004, Budget.

## **11. Conflict of Interest List (Form CSREES-2007)**

A Conflict of Interest List, Form CSREES-2007, must be provided for all individuals who have submitted a vitae in response to item (9b.) of this part. Each Form CSREES-2007 should list **alphabetically, by the last names, the full names** of the individuals in the following categories: (a) all co-authors on publications within the past four years, including pending publications and submissions; (b) all collaborators on projects within the past four years, including current and planned collaborations; (c) all thesis or postdoctoral advisees/advisors within the past four years; and (d) all persons in your field with whom you have had a consulting or financial arrangement within the past four years, who stand to gain by seeing the project funded. This form is necessary to assist program staff in excluding from application review those individuals who have conflicts of interest with the personnel in the grant application. The program contact must be informed of any additional conflicts of interest that arise after the application is submitted.

## **12. Results from Prior NRI Support**

If the PD or a co-PD has received NRI support in the past five years, information on results from that prior funding is required. This information will be used in the review of the application and is limited in length to one page per award. For each award, list the CSREES award number, the amount and period of support, the title of the project, a summary of the results of the completed work, the long-term effects of these results, and the publications resulting from the NRI award.

## **13. Budget**

### **(a) Budget Form (Form CSREES-2004)**

Prepare the Budget, Form CSREES-2004, in accordance with instructions provided with the application forms. A budget form is required for each year of requested support. In addition, a cumulative budget is required detailing the requested total support for the overall project period. If a project is funded, beginning in the second year of funding, at least one member of the project team will be required to attend annual investigator meetings. Reasonable travel expenses for at

least one project team member to attend annual meetings, beginning in the second year of funding, may be included in the requested budget. The budget form may be reproduced as needed by applicants. Funds may be requested under any of the categories listed on the form, provided that the item or service for which support is requested is allowable under the authorizing legislation, the applicable statutes, regulations, and Federal cost principles, and these program guidelines, and can be justified as necessary for the successful conduct of the proposed project (see [Part IV, D.](#) for applicable funding restrictions). Applicants also must include a budget narrative to justify their budget requests (see section (b) below).

### **(b) Budget Narrative**

All budget categories, with the exception of Indirect Costs, for which support is requested, must be individually listed (with costs) in the same order as the budget and justified on a separate sheet of paper and placed immediately behind the Budget form. If consulting, collaborative arrangements, or subcontractual arrangements are included in the application, these arrangements should be fully explained and justified. The rate of pay for any consultant must be included, if known at the time of application. Letters of intent or other evidence should be provided to show that collaborators have agreed to participate. For each arrangement involving the transfer of substantive programmatic work or the provision of financial assistance to a third party, a proposed statement of work, vita, and a budget must be supplied. In multi-state/territory applications, a budget and budget narrative must be included for each state/territory involved. The lead state/territory and each participating state/territory must be identified.

### **(c) Matching**

For integrated projects, if an applicant concludes that matching funds are not required (as specified under [Part III, B.](#)), a justification should be included in the Budget Narrative. CSREES will consider this justification when ascertaining final matching requirements. CSREES retains the right to make final determinations regarding matching requirements.

Applications for integrated projects where matching funds are required (as specified under [Part III, B.](#)), should include written verification of commitments of matching support (including both cash and in-kind contributions) from third parties. Written verification means:

For any third party cash contributions, a separate pledge agreement for each donation, signed by the authorized organizational representative of the donor organization and the applicant organization, which must include: (1) the name, address, and telephone number of the donor; (2) the name of the applicant organization; (3) the title of the project for which the donation is made; (4) the dollar amount of the cash donation; and (5) a statement that the donor will pay the cash contribution during the grant period.

For any third party in-kind contributions, a separate pledge agreement for each contribution, signed by the authorized organizational representatives of the donor organization and the applicant organization, which must include: (1) the name, address, and telephone number of the donor; (2) the name of the applicant organization; (3) the title of the project for which the donation is made; (4) a good faith estimate of the current fair market value of the third party in-

kind contribution; and (5) a statement that the donor will make the contribution during the grant period.

The sources and the amount of all matching support from outside the applicant organization should be summarized on a separate page and placed in the application immediately following the Budget Narrative. All pledge agreements must be placed in the application immediately following the summary of matching support.

The value of applicant contributions to the project shall be established in accordance with the applicable cost principles. Applicants should refer to OMB Circulars A-21, Cost Principles for Educational Institutions, A-87, Cost Principles for State, Local, and Tribal Governments, A-122, Cost Principles for Non-Profit Organizations, and the cost principles in the Federal Acquisition Regulation at 48 CFR 31.2 for further guidance and other requirements relating to matching and allowable costs.

#### **14. Current and Pending Support (Form CSREES-2005)**

All applications must contain Form CSREES-2005 listing other current public or private support (including in-house support) to which personnel (i.e., individuals submitting vitae in response to item (9b.) of this part) identified in the application have committed portions of their time, whether or not salary support for person(s) involved is included in the budget. Please follow the instructions provided on this form. Concurrent submission of identical or similar applications to the possible sponsors will not prejudice application review or evaluation by the CSREES. However, an application that duplicates or overlaps substantially with an application already reviewed and funded (or to be funded) by another organization or agency will not be funded under this program. **Please note that the project being proposed should be included in the pending section of the form.**

#### **15. Assurance Statement(s) (Form CSREES-2008)**

A number of situations encountered in the conduct of projects require special assurances, supporting documentation, etc., before funding can be approved for the project. In addition to any other situation that may exist with regard to a particular project, applications involving any of the following elements must comply with the additional requirements as applicable.

##### **(a) Recombinant DNA or RNA Research**

All key personnel identified in the application and all endorsing officials of the proposing organization are required to comply with the guidelines established by the National Institutes of Health entitled, "Guidelines for Research Involving Recombinant DNA Molecules," as revised. If your project proposes to use recombinant DNA or RNA techniques, you must so indicate by checking the "yes" box in Block 20 of Form CSREES-2002 (the Proposal Cover Page) and by completing Section A of Form CSREES-2008. For applicable applications recommended for funding, Institutional Biosafety Committee approval is required before CSREES funds will be released. Please refer to the application forms for further instructions.

## **(b) Animal Care**

Responsibility for the humane care and treatment of live vertebrate animals used in any grant project supported with funds provided by CSREES rests with the performing organization. Where a project involves the use of living vertebrate animals for experimental purposes, all key personnel identified in an application and all endorsing officials of the proposing organization are required to comply with the applicable provisions of the Animal Welfare Act, as amended (7 U.S.C. 2131 et seq.), and the regulations promulgated thereunder by the Secretary in 9 CFR Parts 1, 2, 3, and 4 pertaining to the care, handling, and treatment of these animals. If your project will involve these animals, you should check “yes” in Block 20 of Form CSREES-2002 and complete Section B of Form CSREES-2008. In the event a project involving the use of live vertebrate animals results in a grant award, funds will be released only after the Institutional Animal Care and Use Committee has approved the project. Please refer to the application forms for further instructions.

## **(c) Protection of Human Subjects**

Responsibility for safeguarding the rights and welfare of human subjects used in any grant project supported with funds provided by CSREES rests with the performing organization. Guidance on this issue is contained in the National Research Act, Pub. L. No. 93-348, as amended, and implementing regulations promulgated by the Department under 7 CFR Part 1c. If you propose to use human subjects in your project, you should check the “yes” box in Block 20 of Form CSREES-2002 and complete Section C of Form CSREES-2008. In the event a project involving human subjects at risk is recommended for award, funds will be released only after the Institutional Review Board (IRB) has approved the research plan and CSREES has accepted documentation of the IRB approval. Please refer to the application forms for additional instructions.

## **16. Certifications**

Note that by signing Form CSREES-2002, the Proposal Cover Page, the applicant is providing the certifications required by 7 CFR Part 3017, regarding Debarment and Suspension and Drug-Free Workplace, and 7 CFR Part 3018, regarding Lobbying. The certification forms are included in the application package for informational purposes only. These forms should not be submitted with the application since by signing Form CSREES-2002 your organization is providing the required certifications. If the project will involve a subcontractor or consultant, the subcontractor/consultant should submit a Form AD-1048, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions, to the grantee organization for retention in their records. This form should not be submitted to USDA.

## **17. Compliance with the National Environmental Policy Act (NEPA) (Form CSREES-2006)**

As outlined in 7 CFR Part 3407 (the CSREES regulations implementing NEPA), the environmental data for any proposed project is to be provided to CSREES so that CSREES may

determine whether any further action is needed. In some cases, however, the preparation of environmental data may not be required. Certain categories of actions are excluded from the requirements of NEPA.

In order for CSREES to determine whether any further action is needed with respect to NEPA, pertinent information regarding the possible environmental impacts of a particular project is necessary, therefore, Form CSREES-2006, NEPA Exclusions Form, must be included in the application indicating whether the applicant is of the opinion that the project falls within a categorical exclusion and the reasons therefore. If it is the applicant's opinion that the proposed project falls within the categorical exclusions, the specific exclusion(s) must be identified.

Even though a project may fall within the categorical exclusions, CSREES may determine that an Environmental Assessment or an Environmental Impact Statement is necessary for an activity if substantial controversy on environmental grounds exists or if other extraordinary conditions or circumstances are present which may cause such activity to have a significant environmental effect.

## **18. Conference applications**

Conference applications should be prepared following the guidelines and the instructions below. Each application must contain the following elements in the order indicated:

Submit applications requesting support for research conferences by applicable deadlines. Potential applicants are strongly advised to consult with the NPL before preparing their research conference application. The application should include:

- (a) Proposal Cover Page (Form CSREES-2002);

Appropriately complete and sign.

- (b) Project Summary (Form CSREES-2003);

State the objectives of the research conference, symposium, or workshop, as well as the proposed location and probable inclusive date(s) of the conference. Check the box marked "Conference" in the upper right-hand corner of the Project Summary (Form CSREES-2003).

- (c) Project Description;

Describe the conference proposed, including:

- (1) A justification for the meeting including the relevance of the proposed conference to agriculture and food systems in the U.S. and appropriateness of the conference in fostering scientific exchange;
- (2) Recent meetings on the same subject with dates and locations;

(3) Names and organizational affiliations of the chair and other members of the organizing committee including the qualifications of the organizing committee and the appropriateness of the invited speakers to the topic areas being covered;

(4) A proposed program (or agenda) for the conference, including a listing of scheduled participants and their institutional affiliations. A discussion of the uniqueness and timeliness of the conference should be included; and

(5) The method of announcement or invitation that will be used.

(d) Curriculum Vita;

Include for submitting PD(s) with a brief listing of relevant publications. Each vita and publications listing, combined, should not exceed three (3) pages.

(e) Conflict of Interest List (Form CSREES-2007);

Include for submitting PD(s).

(f) An Estimated Total Budget (Form CSREES-2004);

Estimate for conference and include an itemized breakdown of all support requested from the NRI. The budget for the conference may include an appropriate amount for transportation and subsistence costs for participants and for other conference-related costs. The budget narrative should include an explanation of the appropriateness of the budget requests.

(g) Current and Pending Support (Form CSREES-2005); and

(h) Appropriate Assurance Statement(s) (Form CSREES-2008), Certifications, and National Environmental Policy Act Exclusions Form (Form CSREES-2006).

### **C. Submission Dates and Times**

Optional letters of intent, if submitted, must be received by COB (5:00 p.m. Eastern Time) on June 1, 2005. Applications for both standard and conference grants must be received by COB (5:00 p.m. Eastern Time) on July 1, 2005. Applications received after the deadline will not be considered for funding.

### **D. Funding Restrictions**

Pursuant to Section 710 of the General Provisions of the FY 2005 Consolidated Appropriations Act (Public Law 108-447), indirect costs are limited to 20 percent of the total Federal funds provided under each award. Therefore, the recovery of indirect costs under this program area may not exceed the lesser of the institution's official negotiated indirect cost rate or the equivalent of 20 percent of total Federal funds awarded. Another method of calculating the maximum allowable is 25 percent of the total direct costs.

Funds may not be used for the renovation or refurbishment of research spaces (including energy retrofitting); purchase or installation of fixed equipment in such spaces; or planning, repair, rehabilitation, acquisition, or construction of buildings or facilities.

## **E. Other Submission Requirements**

### **1. What to Submit**

An original and 14 copies of the application are required and 2 additional copies of the Project Summary, Form CSREES-2003, as a separate attachment. All copies of the application and the Project Summary must be submitted in one package.

### **2. Multiple Submissions**

Duplicate, essentially duplicate, or predominantly overlapping applications submitted to one or more program areas within the NRI (including the programs described under Agricultural Research Enhancement Awards in the initial NRI announcement) in any one fiscal year **will be returned without review**. In addition, applicants also may not submit to the NRI an application that is considered duplicate, essentially duplicate, or predominantly overlapping with an application submitted to another CSREES program in the same fiscal year.

### **3. Where to Submit**

Applicants are strongly encouraged to submit completed applications via overnight mail or delivery service to ensure timely receipt by the USDA. The address for hand-delivered applications or applications submitted using an express mail or overnight courier service is:

National Research Initiative Competitive Grants Program  
c/o Proposal Services Unit  
Cooperative State Research, Education, and Extension Service  
U.S. Department of Agriculture  
Room 1420, Waterfront Centre  
800 9<sup>th</sup> Street, SW  
Washington, DC 20024

Telephone: (202) 401-5048

Applications sent via the U.S. Postal Service must be sent to the following address:

National Research Initiative Competitive Grants Program  
c/o Proposal Services Unit  
Cooperative State Research, Education, and Extension Service  
U.S. Department of Agriculture  
STOP 2245  
1400 Independence Avenue, SW  
Washington, DC 20250-2245

The receipt of all applications will be acknowledged by e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses, where designated, on the Form CSREES-2002. If the applicant's e-mail address is not indicated, CSREES will acknowledge receipt of the application by letter.

If the applicant does not receive an acknowledgment within 60 days of the submission deadline, please contact the program contacts. Once the application has been assigned a proposal number, please cite that number on all future correspondence.

## **PART V—APPLICATION REVIEW REQUIREMENTS**

### **A. General**

See initial NRI announcement. ([http://www.csrees.usda.gov/funding/rfas/nri\\_rfa.html](http://www.csrees.usda.gov/funding/rfas/nri_rfa.html))

### **B. Evaluation Criteria**

In carrying out its review, the peer review panel shall take into account the following factors for Standard Proposals.

#### **Scientific merit of the application for research, extension and/or education, including:**

- (a) Novelty, innovation, uniqueness, and originality;
- (b) Where model systems are used, ability to transfer knowledge gained from these systems to organisms of importance to U.S. agriculture;
- (c) Conceptual adequacy of the research, extension, and education components, as applicable;
- (d) Clarity and delineation of objectives;
- (e) Adequacy of the description of the undertaking and suitability and feasibility of methodology;
- (f) Demonstration of feasibility through preliminary data; and
- (g) Probability of success of project.

#### **Qualifications of proposed project personnel and adequacy of facilities, including:**

- (a) Qualifications of applicant (individual or team) to conduct the proposed project, including performance record and potential for future accomplishments;
- (b) Demonstrated awareness of previous and alternative approaches to the problem identified in the proposal;
- (c) Institutional experience and competence in subject area; and
- (d) Adequacy of available or obtainable support personnel, facilities, and instrumentation.

#### **Planning and administration of the proposed project, including:**

- (a) Time allocated for systematic attainment of objectives; and



(b) Planned administration of the proposed project and its maintenance, partnerships, collaborative efforts, evaluation and monitoring efforts, and the planned dissemination of information over the duration of the project.

**Relevance of the proposal to improvements in and sustainability of U.S. agriculture, including:**

- (a) Documentation that the research, extension, and/or education activities are directed toward current or likely future issues or priority areas identified in this document;
- (b) Evident linkage of research, extension, and education functions, as appropriate;
- (c) Evidence of involvement of stakeholders and/or communities of interest.

**The peer review panel shall take into account the following factors for Conference Proposals:**

- (a) Relevance of the proposed conference to agriculture and food systems in the U.S. and appropriateness of the conference in fostering scientific exchange;
- (b) Qualifications of organizing committee and appropriateness of invited speakers to topic areas being covered;
- (c) Uniqueness and timeliness of the conference; and
- (d) Appropriateness of budget request.

**C. Conflicts of Interest and Confidentiality**

See initial NRI announcement. ([http://www.csrees.usda.gov/funding/rfas/nri\\_rfa.html](http://www.csrees.usda.gov/funding/rfas/nri_rfa.html))

**PART VI—AWARD ADMINISTRATION**

See initial NRI announcement. ([http://www.csrees.usda.gov/funding/rfas/nri\\_rfa.html](http://www.csrees.usda.gov/funding/rfas/nri_rfa.html))

**PART VII—PROGRAM CONTACTS**

Applicants and other interested parties are encouraged to contact Ed Kaleikau; National Program Leader; Competitive Programs; Cooperative State Research, Education, and Extension Service; U.S. Department of Agriculture; STOP 2243; 1400 Independence Avenue, SW; Washington, DC 20250-2243; Telephone: (202) 401-1931; E-mail: [ekaleikau@csrees.usda.gov](mailto:ekaleikau@csrees.usda.gov). or Duane Alphs; Program Specialist; Competitive Programs; Cooperative State Research, Education, and Extension Service; U.S. Department of Agriculture; STOP 2243; 1400 Independence Avenue, SW; Washington, DC 20250-2243; Telephone: (202) 401-0249; E-mail: [dalphs@csrees.usda.gov](mailto:dalphs@csrees.usda.gov).

**PART VIII—ADDITIONAL INFORMATION**

See initial NRI announcement. ([http://www.csrees.usda.gov/funding/rfas/nri\\_rfa.html](http://www.csrees.usda.gov/funding/rfas/nri_rfa.html))



**UNITED STATES DEPARTMENT OF AGRICULTURE  
COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE  
NATIONAL RESEARCH INITIATIVE COMPETITIVE GRANTS PROGRAM**

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*To be placed immediately after the Proposal Cover Page (Form CSREES-2002)*

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17. Appendices to Project Description (see instructions)		
18. Personal Data on Project Director(s) (Page B of Form CSREES-2002) (submit only with original copy of application)		

## CHECKLIST

All applications submitted under the NRI must contain the applicable elements outlined in these guidelines. The following checklist has been prepared to assist in ensuring that the application is complete and in the proper order prior to mailing:

### **Proposal Cover Page (Form CSREES-2002)**

- Have all blocks been completed?
- Have all Project Directors and the Authorized Organizational Representative (when required) signed the form?
- Does one copy contain pen-and-ink signatures?
- Have you included a telephone number where a message may be left for you?

### **Table of Contents**

- Are page numbers included for each item?

### **Project Summary (Form CSREES-2003)**

- Has the Project Summary been included on the form?
- Do the name and institution of all Project Directors appear on the form, or on the following page?
- Does the Project Summary include research, education, and/or extension objectives, as appropriate?
- Does the Project Summary indicate that this is an integrated project?
- Does the Project Summary fit within the designated box on the form?
- Has the appropriate "Proposal Type" box been checked?

### **Project Description**

- Is the project fully described?
- Does this section adhere to the format and page limitations?
- Does this section begin as page 1, as specified?

### **References to Project Description**

- Are all references cited?
- Are all citations referenced?
- Do all citations contain a title, the names of all authors, and are they in accepted journal format?

### **Facilities and Equipment**

- Have you given a description of your facilities and equipment, sufficient to indicate that you will be able to carry out this project?

### **Key Personnel (Vitae and Publication Lists)**

- Are vitae included for all Project Directors, collaborators, and other senior personnel?
- Is the publication list complete and limited to the last four years?

### **Documentation from Collaborator(s) (where appropriate)**

- Has a list been completed for each person who must submit a C.V.? Does the list include the four categories as appropriate?

### **Results from Prior NRI Support (if appropriate)**

### **Budget (Form CSREES-2004)**

- Are annual and summary budgets included?

### **Budget Narrative**

- Are budget items individually justified?

### **Matching (if required)**

### **Current and Pending Support (Form CSREES-2005)**

- Have all current and pending projects been listed and summarized, **including this one**, for each Project Director listed on the Proposal Cover Page (Form CSREES-2002)?

### **Assurance Statement (Form CSREES-2008, where applicable)**

- Has the project been approved by necessary Institutional Review Board(s)?
- Has the form been signed by the Authorized Organizational Representative (where required)?

### **NEPA (Form CSREES-2006)**

- Has the NEPA form been completed and included?

### **Appendices to Project Description**

- Are they limited to 2 (as described in the instructions)?

### **General**

- Have you included the Personal Data on Project Director(s) (Page B of Form CSREES-2002) **only** on the original application?
- Have you contacted the appropriate National Program Leader if you have questions about the suitability of the proposed work?
- Does the application conform to all format and page limitations and deadline requirements?
- Is there an original and 14 copies of the application?
- Are all copies complete?

### **Conflict of Interest List (Form CSREES-2007)**